

## ATTACHMENT G

### PHASE-IN PLANS

PHASE-IN EVENTS	DAYS FOLLOWING CONTRACT AWARD		
	First 30 Days	Second 30 Days	Third 30 Days
<b>I Manufacture and Distribute Uniforms</b>			
▪ Confirm uniform components, pricing, and specifications at the post-award conference.	X		
▪ Make any necessary specification revisions and submit to CO and COTR for approval.	X		
▪ Notify subcontractors of their selection, verify bids, and request production capacity be reserved.	X		
▪ Begin production of first article test samples.	X		
▪ Begin development of operations manual.	X		
<b>II Centralized Uniform Allowance Control Database System</b>			
▪ Review the AUMS database fields, usage, characteristics with LMA-designated personnel.	X		
▪ Confirm details of the 30-day acceptance period requirement.	X		
▪ Review the LMA IS environments to assist with the interface design.	X		
▪ Jointly design the interface files.	X		
▪ Begin programming and discuss the test plan for interface.	X		
▪ Review Web site functionality and requirements with LMA-designated personnel.	X		
▪ Develop the Web site test plan.	X		
▪ Begin the programming acceptance period function.	X		
▪ Work with LMA to determine models and location for catalog photo shoot.	X		
▪ Obtain samples for catalog photo shoot.	X		
▪ Begin working on catalog text and size scale confirmation.	X		
▪ Confirm reporting requirements.	X		
▪ Confirm return authorization system requirements.	X		
<b>III Uniform Inventory and Control System</b>			
▪ Confirm uniform components, pricing, and specifications at the post-award conference.	X		
▪ Develop and submit the minimum stock levels report by uniform component to the COTR for approval.	X		
▪ Develop and submit annual forecast to the COTR for approval.	X		
▪ Set up new items in system to ensure purchase orders can be placed.	X		
<b>IV Customer Service, Research and Special Needs</b>			
▪ Finalize patterns on all new or changed products upon confirmation of uniform components at the post-award conference.	X		

PHASE-IN EVENTS	DAYS FOLLOWING CONTRACT AWARD		
	First 30 Days	Second 30 Days	Third 30 Days
<b>I Manufacture and Distribute Uniforms</b>			
▪ Monitor production of first article samples.		X	
▪ Place purchase orders for components.		X	
▪ Conduct onsite visits of subcontractors who produce new components.		X	
▪ Follow up with subcontractors regarding status of replacement and new uniform component production.		X	
<b>II Centralized Uniform Allowance Control Database System</b>			
▪ Complete the programming of interface files.		X	
▪ Begin interface testing.		X	
▪ Complete Web site design.		X	
▪ Begin testing orders, returns, back order inquiry, etc.		X	
▪ Confirm all Web site text material.		X	
▪ Begin and complete acceptance period testing.		X	
▪ Conduct photo shoot for catalogs and posters.		X	
▪ Get COTR approval of first draft of catalog and posters.		X	
▪ Make catalog and poster revisions.		X	
▪ Develop sample reports and e-mail for COTR approval.		X	
▪ Develop and complete shipping and receipt date programming.		X	
▪ Program return authorization system requirements.		X	
<b>III Uniform Inventory and Control System</b>			
▪ Place purchase orders for new and replacement products.		X	
▪ Follow up with subcontractors to ensure adherence to the master production schedule developed by purchasing manager.		X	
<b>IV Customer Service, Research and Special Needs</b>			
▪ Train CSRs and merchandisers on new product requirements.		X	
▪ Train CSRs and merchandisers on new program requirements.		X	
▪ Develop plan for discontinued components and submit to COTR.		X	
▪ Mail CUAR to the field for employee verification and updates in the database (July 2000, CUAR only)		X	
▪ Implement procedures for ongoing new employee password assignments (after initial implementation) – ensure new employees receive password information within 3 business days of set-up.		X	
<b>I Manufacture and Distribute Uniforms</b>			
▪ Notify CO of first article test date.			X
▪ Train warehouse personnel on program and product requirements.			X

PHASE-IN EVENTS	DAYS FOLLOWING CONTRACT AWARD		
	First 30 Days	Second 30 Days	Third 30 Days
▪ Train auditing staff on new uniform components.			X
▪ Create bar-coded picking bins for new components.			X
▪ Remove discontinued components from inventory; box, label and prepare them for disposition.			X
▪ Begin receiving and stocking replacement and new uniform components.			X
▪ Test first article samples.			X
▪ Submit first article test results to COTR.			X
▪ Receive CO approval of first article samples.			X
▪ Produce, test and resubmit any failed components.			X
▪ Submit swatch books 30 days after approval.			X
▪ Submit the operations manual.			X
▪ Submit three sets of complete uniform components.			X
▪ Create picking bins, reserve stock locations, and bar coded labels for new items.			X
<b>II Centralized Uniform Allowance Control Database System</b>			
▪ Complete testing of interface files.			X
▪ Complete testing of the Web site.			X
▪ Print the catalog/posters.			X
▪ Document all procedures.			X
▪ Provide documentation on the database design.			X
▪ Produce the database operations manual.			X
▪ Get COTR approval of final draft of catalog and posters.			X
▪ Convert catalog graphics and text to Web site.			X
▪ Confirm report availability on Web site.			X
▪ Test shipping and receipt date programming.			X
▪ Test return authorization system.			X
▪ Test Web site inventory level accuracy.			X
▪ Test e-mail communication through Web site.			X
▪ Meet with each COTR and remotely run through all Web site functionality, placing orders, making returns, accessing reports, etc.			X
<b>III Uniform Inventory and Control System</b>			
▪ Begin receipt of replacement and new inventory.			X
▪ Train employees on new program and product requirements.			X
▪ Enter new prices and CLINs upon completion of current year ordering.			X
<b>IV Customer Service, Research and Special Needs</b>			
▪ Train CSRs, project manager, and Aes on the Web site.			X
▪ Train CSRs, project manager, and Aes on basic technical issues related to the ordering process.			X
▪ Mail initial passwords to each LMA employee.			X